

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #15-040**

OPENING DATE: 06 Apr 15 **CLOSING DATE:** 20 Apr 15 **AGENCY:** 0701 **PIN:** 014

POSITION: EXECUTIVE SECRETARY, SR (JFH)

STARTING SALARY: \$32,890.00

LOCATION OF POSITION: MS Military Department, 1410 Riverside Drive, Jackson, MS

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited four (4) year college or university in Business Administration, Office Administration, Secretarial Science or a related field and two (2) years related experience; **OR** an Associate's Degree from an accredited two (2) year college in Business Administration, Office Administration, Secretarial Science and four (4) years related experience; **(COPY OF COLLEGE DIPLOMA OR TRANSCRIPT MUST BE SUBMITTED WITH APPLICATION.)** **OR;** High School graduate or GED equivalent and seven (7) years related experience.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Processes executive level correspondence with personnel at a national level, such as Congressmen, Senators, Secretary of the Army, and other various high level officials; drafts detailed correspondence for approval; disseminates mail to appropriate individual.
2. Receives a variety of telephone calls and visitors for the Command Section; answers administrative questions for other sections, units of the National Guard and visitors.
3. Maintain and coordinate official calendar for Command Section depicting all meetings, conferences, etc., called by the agency head.
4. Establish and maintain file system for Command Section that is easily accessed by all to include; suspense files for Command Section insuring all deadlines are met in a timely manner, master file of all boards/committees appointed by the Adjutant General and master file and numbering system on all policy memorandums published by the Military Department.
5. Request orders for Command Sergeant Major, Chief of Staff, Assistant Chief of Staff, Adjutant General, Assistant Adjutant General, and other general officers to insure they can complete their missions without delay.
6. Make travel arrangements through DTS or State Resources.

***AREA OF CONSIDERATION:** OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, *website: www.ms.ng.mil*, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.